



A900 Customer Support

## A930 Other Services

**Summary** A930 describes delivery statistics file, Address Information System (AIS) products and database products, carrier route schemes, and delivery statistics. It also provides information about ordering and using these products.

### 1.0 DELIVERY STATISTICS FILE

Delivery statistics for all city carrier routes, rural routes, highway contract routes, general delivery units, and post office box sections are included in the Delivery Statistics File. This database is available on CD-ROM or cartridge for the entire nation. Hard copy files may be obtained only for individual 3-digit or 5-digit areas. Information by states also is available on CD-ROM. The information is updated monthly through transaction files and can be ordered either with a single base file in the initial shipment or with a base file provided bimonthly. For information on charges and an order form, call 1-800-238-3150. To order the products, send a written request and appropriate payment to the USPS Delivery Statistics File, National Customer Support Center (see [G043](#) for address).

### 2.0 AIS PRODUCTS

Customers may use USPS Address Information System (AIS) products to obtain correct 5-digit ZIP Codes for the addresses on their mailing lists. These products generally are more economical than mailing list services. Customers with computerized address lists may obtain the City State File, Five-Digit ZIP Code File, Line-of-Travel (LOT) information, Z4CHANGE File, ZIPMOVE File, Carrier Route File, and ZIP+4 tapes. Customers also may use the USPS 5-digit directory product to find correct 5-digit ZIP Codes for single and multi-ZIP Coded offices. Information about ordering and using these products is available by calling 1-800-238-3150.

### 3.0 AIS DATABASE PRODUCTS

**Descriptions** The following products may be ordered from the USPS:

- 3.1
  - a. Database Cartridge and Bimonthly Cumulative Updates, which contain a master copy plus bimonthly updates of all add, change, or delete actions that have occurred within the database since the last release date.
  - b. Database Cartridge and MonthlyTransactions, which contain a master copy plus monthly updates of all add, change, or delete actions that have occurred within the database since the last release date.
  - c. Technical Guide, a hard copy (paper) document that provides data formats and field definitions of the records in AIS products. The guide accompanies any product ordered, but may also be ordered separately or accessed on [www.usps.com](http://www.usps.com).

**Ordering** The products in [3.1](#) may be obtained by sending a written request and appropriate payment to the National Customer Support Center. For information on charges, call 1-800-238-3150.

**Specifications** In the written request, mailers must specify the name of the product needed. The request must specify CD-ROM, 1600 BPI or 6250 BPI, ASCII or EBCDIC, and reel or cartridge at 38K BPI.

#### 4.0 CARRIER ROUTE SCHEMES

Under [A910](#), a mailer may ask for a copy of the city scheme used by clerks for sorting mail. The mailer may also ask that the USPS sort address cards, plates, or stencils by carrier routes. However, the mailer is responsible for sorting under the latest bimonthly Carrier Route File scheme. The mailer is considered to have made a sorting error only if the mail was not sorted according to the latest bimonthly Carrier Route File scheme.

#### 5.0 DELIVERY STATISTICS

In post offices with rural delivery, highway contract box delivery, and post office box delivery, postmasters must provide, at no charge, the following information for their respective offices:

- a. Number of post office boxes rented.
- b. Route numbers, number of boxes, and number of families on each rural and highway contract box delivery route (including seasonal data, if applicable).
- c. Number of families served or number of business places served by rural or highway contract box delivery routes within the total delivery area.

#### 6.0 [\[9-6-01\]](#) COMPUTERIZED DELIVERY SEQUENCE (CDS)

The Computerized Delivery Sequence (CDS) file is a 5-digit ZIP Code-based electronic customer product that provides and updates delivery sequence address information by carrier route for qualified mailers. Mailers must first qualify for CDS information through the manual card sequencing described in [A920](#). Once a mailer has qualified for a 5-digit ZIP Code area, delivery sequence information is made available via electronic media. The CDS file is updated bimonthly.

#### 7.0 [\[9-6-01\]](#) DELIVERY SEQUENCE FILE (DSF)

The Delivery Sequence File (DSF) is a computerized file that contains all delivery point addresses serviced by the USPS, with the exception of general delivery. In the file, each delivery point is a separate record that conforms to all USPS addressing standards. Each record contains the ZIP+4 code, carrier route code, delivery sequence, delivery type, and seasonal delivery information. The DSF is updated monthly and is available through licensees approved by the USPS. A new version of this file will be available in fall 2001, known as the "Delivery Sequence File, Second Generation" ("DSF<sup>2</sup>"). A list of licensees is available at [www.ribbs.gov](http://www.ribbs.gov) or by contacting the National Customer Support Center.

#### 8.0 [\[9-6-01\]](#) LINE-OF-TRAVEL (LOT) PRODUCT

The USPS provides an electronic product called the "LOT product" that sequences addresses in a mailing list in line-of-travel order. An enhanced version of this product, called "eLOT," will be introduced in early 2002. The USPS requires address lists to be processed through CASS-certified ZIP+4 address-matching software before being processed against a LOT product. Non ZIP+4-coded records may not be used with this product. LOT products are updated bimonthly and are available for purchase from the National Customer Support Center.